How to use the MinSkole/MinBarnehage web publishing system

(An introduction for staff members)

Table Of Contents:

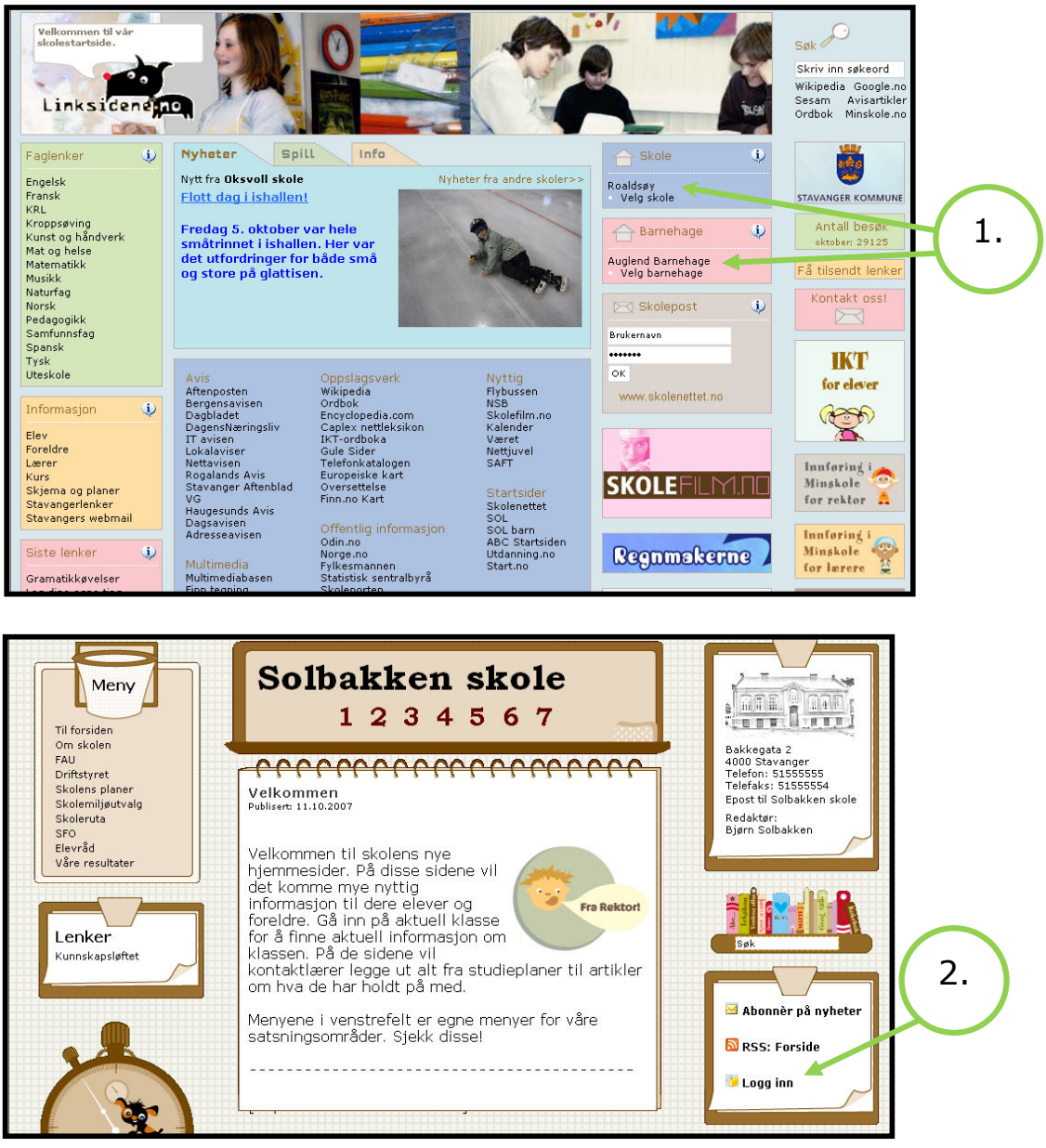
Logging in:.....4
The Admin Interface:.....5
Adding a new article:.....6
Adding a new attachment: 8
Adding a new link: 9
Adding an e-mail address: 10
Finding content:..... 11
Displaying the InfoScreen: 12
Displaying the Hit Counter: 13
Logging out:..... 14

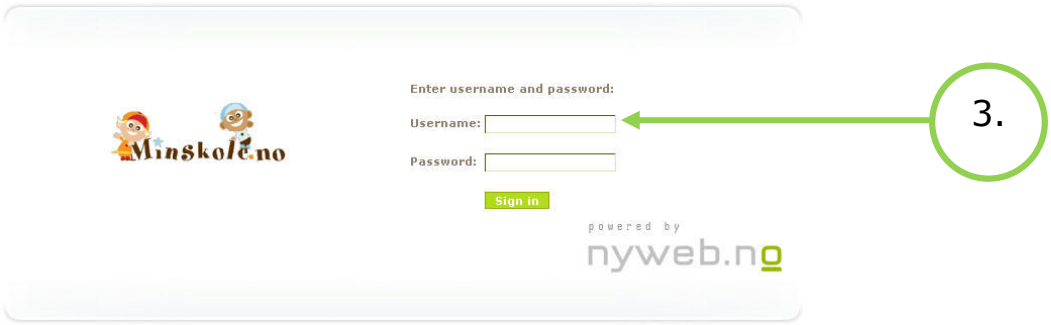
This user manual is intended for staff members in conjunction with the following web publishing systems:

www.minskole.no , www.minskule.no , www.minbarnehage.no, www.linksidene.no

Logging in:

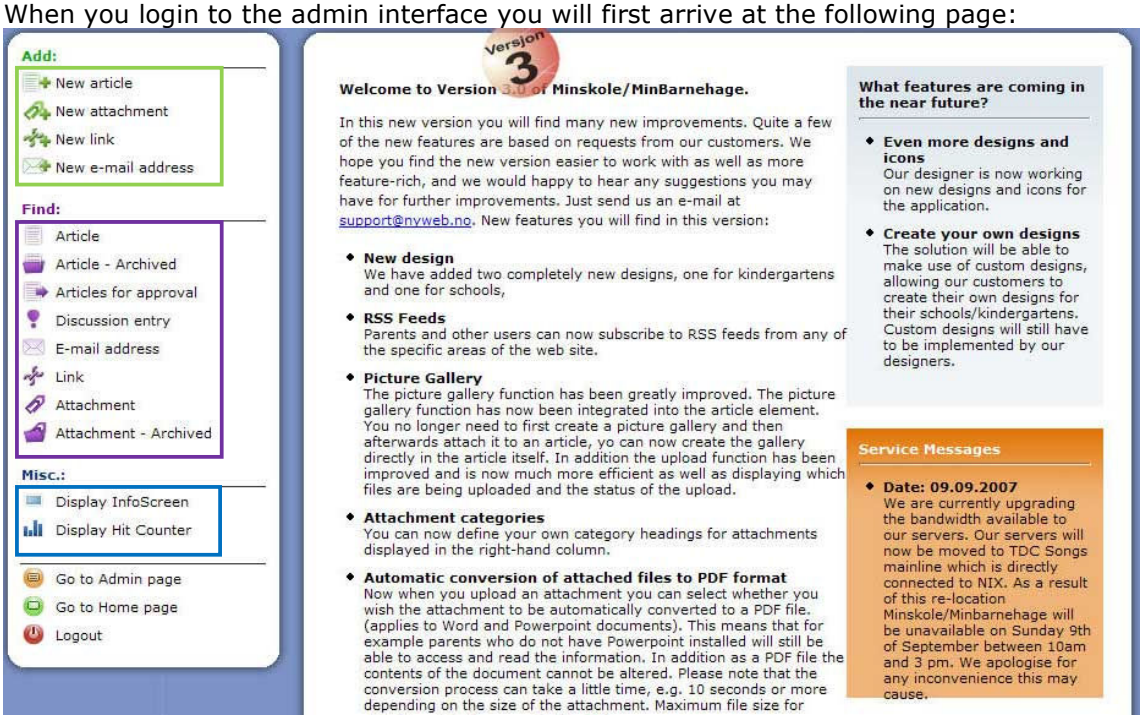
1. In order to publish content on the school's website one must first be logged in. In order to do so first go to one of these web sites: www.linksidene.no , www.minskole.no , www.minskule.no , www.minbarnehage.no and select your school/kindergarten at the top right. (If you don't find your school/kindergarten in the list, you can also enter the direct web address. E.g: Solbakken school uses the address: www.linksidene.no/solbakken)
2. Click "Log in" in order to go to the login screen.
3. Enter the username and password you received. (Ask your IT leader, principal or head office if you have not received a login).





The Admin Interface:

When you login to the admin interface you will first arrive at the following page:



The left menu displays all the available options, while the right-side displays information on what is new in the current version, service messages, upcoming features and tips & tricks.

As a staff member you can add new:

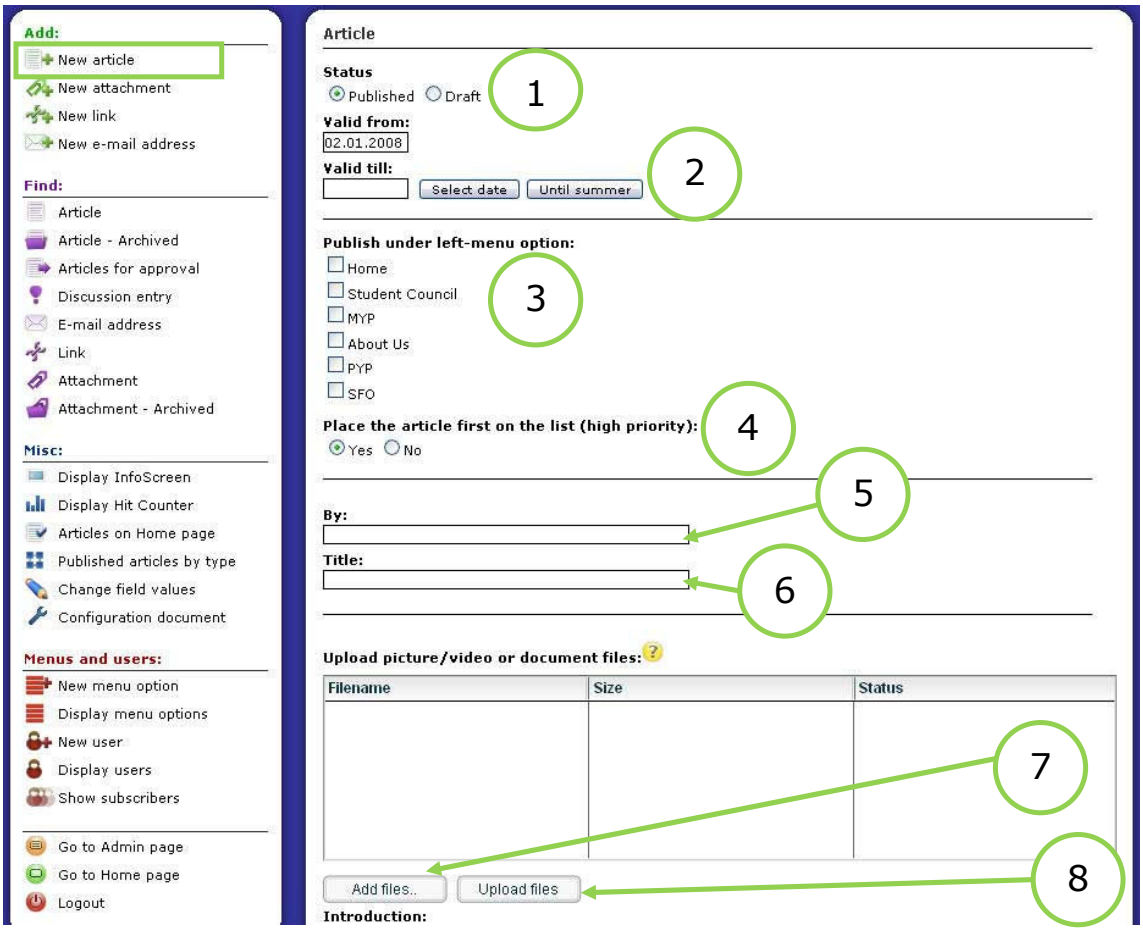
- Articles
- Attachments
- Links
- E-mail addresses

You can also find and display items already published on the website.

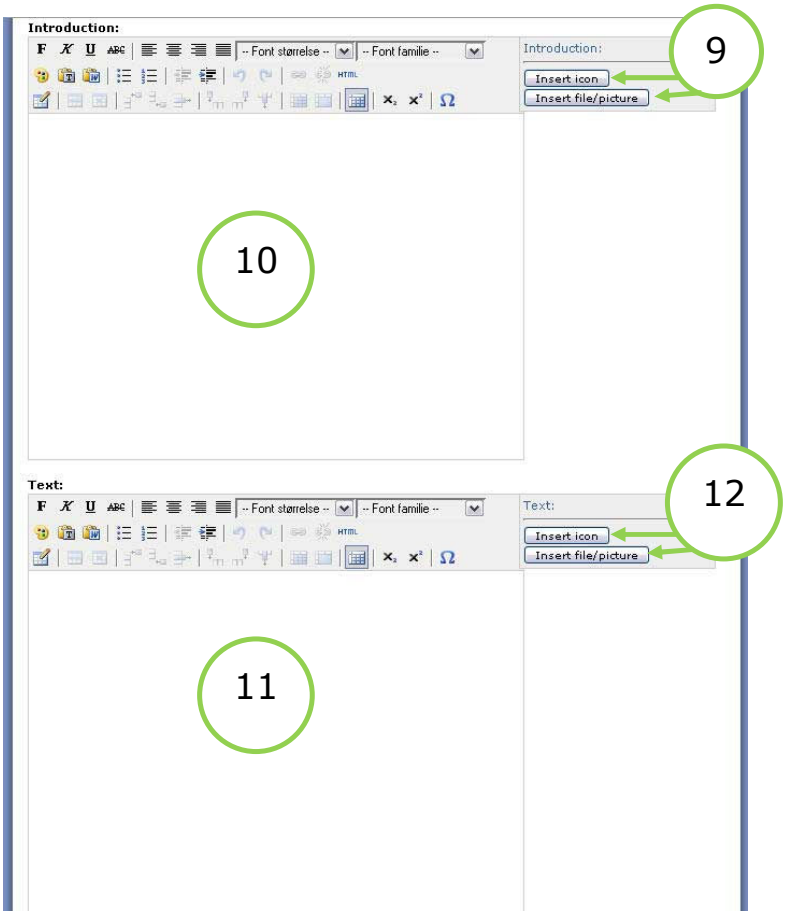
You also have access to the InfoScreen and Hit Counter.

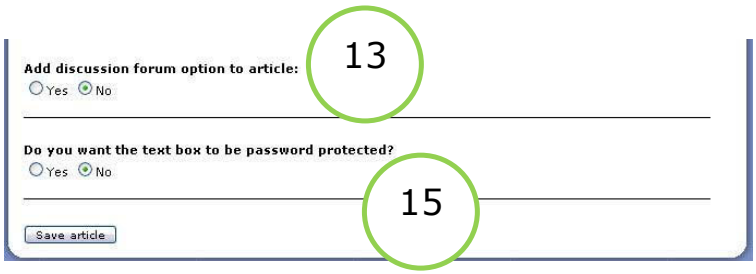
Adding a new article:

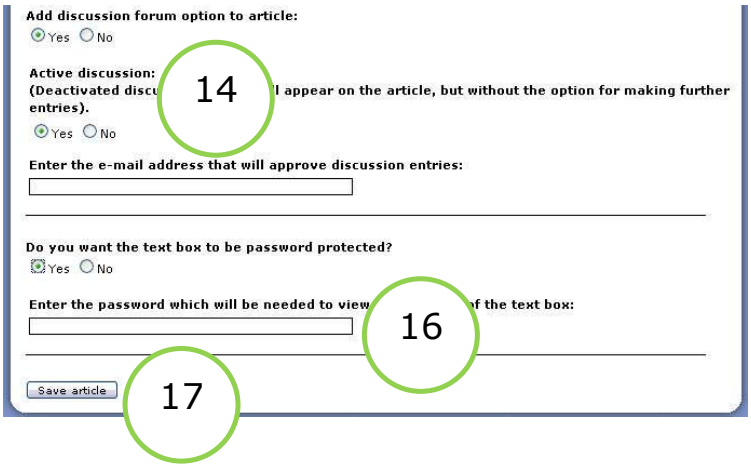
1. Choose whether you wish to "Publish" or make a "Draft" that you can continue working on later. By default today's date is entered as the "Valid from" date, choose another date if required.
2. Choose how long the article should display on the website ("Valid to" date). Click on the "Select date" button or the "Until summer" button as required.
3. Select where the article is to be published. Cross off one or more menus/groups where you wish the article to be published.
4. Select whether the article is to be published on the home page and whether it is always to be displayed at the top of the page. (N.B: Let "No" remain selected if the article isn't of high priority.)
5. Enter your name.
6. Enter a title for the article.
7. In this field you can upload files that you wish to use in the article. These can be pictures, text files, videos, etc. Click "Add files" to find the files you wish to add. Then select the files you wish to include and click "Open" to finish adding the files.
8. Once you have added the files, and their file names are displayed in the "Upload table", click "Upload files". (The files are now ready to use and will be shown in the column to the right of the "Introduction" and "Text" boxes when you click the "Insert file/picture" button and select the file(s) you wish to use from the ones you uploaded.



Continued ...







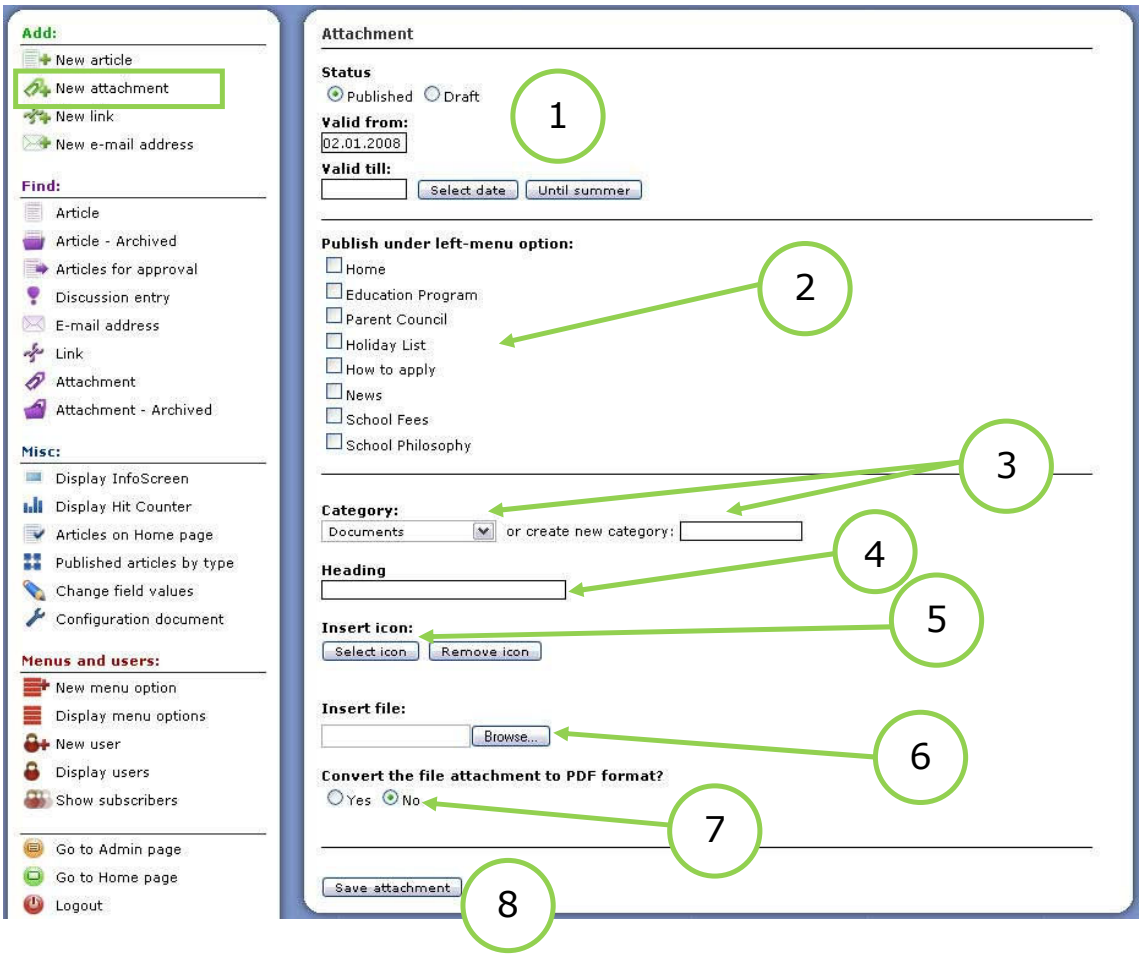
9. To add an icon click "Insert icon". You can now select from the in-built icon database.

   Or, to add one of the files you uploaded click "Insert file/picture", then select a file. It is now shown in the right column and can be clicked to insert it into the introduction box.

10. Enter an introduction text. Do not write too much: 6-10 lines is enough.
11. Enter the main text of your article here.
12. Click "Insert icon" to add icons from the built-in icon database or click "Insert file/picture" to choose from the files you uploaded earlier. Everything you enter/insert in the text box can be rearranged and ordered as you would in word processing software.
13. If you don't wish to use the discussion forum feature let "No" remain selected. Click "Yes" if you wish to include a discussion at the bottom of the article. (see pt. 14)
14. If you have selected "Yes" at pt 13, the extra field "Active Discussion" is displayed. In the yellow field you must enter your e-mail address so that new discussion entries are sent to you for approval.
15. If you wish to password protect the contents of the text box click "Yes".
16. Enter your password here. (Make sure the password consists of both numbers and letters for added security.)
17. Click "Save article".

Adding a new attachment:

This function is used when one wants to publish a file, examples of which can be bulletins, week or month plans, PowerPoint presentations, etc. All attachments are shown in the right column of the page they are published on.

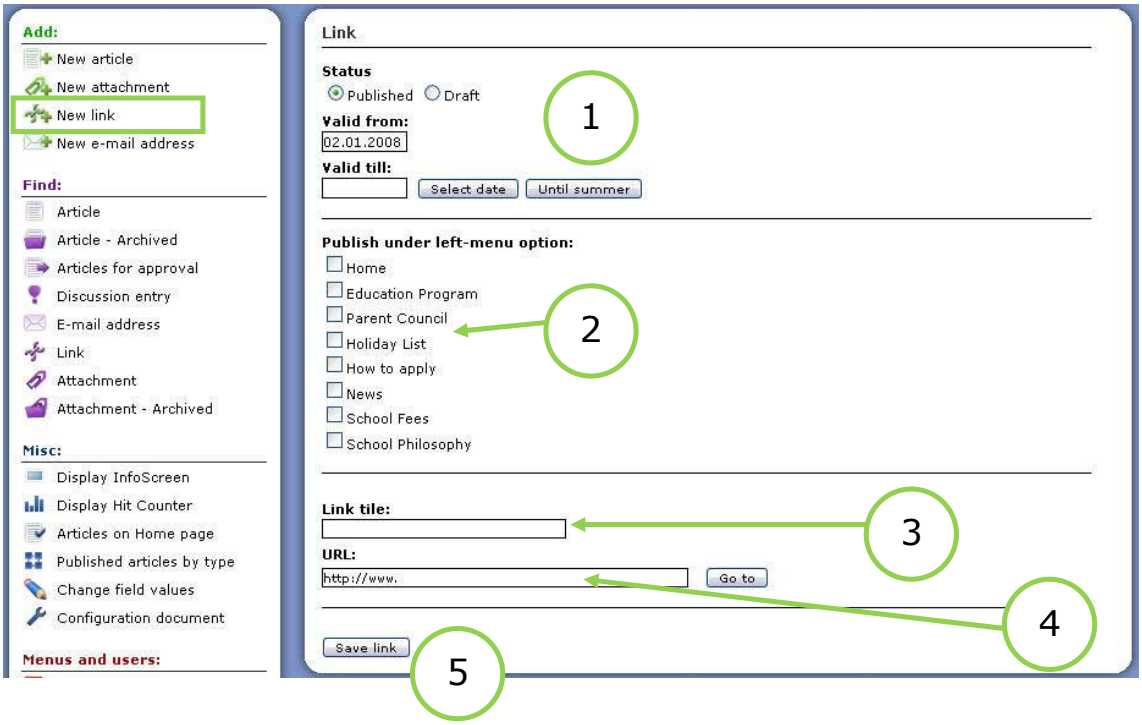


1. Choose whether you wish to "Publish" or make a "Draft" that you can continue working on later. By default today's date is entered as the "Valid from" date, choose another date if required. Choose how long the attachment should display on the website ("Valid to" date). Click on the "Select date" button or the "Until summer" button as required.
2. Select where the attachment is to be published. Cross off one or more menus/groups where you wish the attachment to be published.
3. Select an existing category for the attachment or create a new one.
4. Enter a title for the attachment.
5. If you wish you can add an icon (optional).
6. Click "Browse" to find the file you wish to publish. (All attachments to be published must be saved on a å PC before they can be published).
7. Select if you wish the attachment to be automatically converted to PDF format.
8. Click "Save attachment"

Adding a new link:

This function is used to create links to external websites or internal pages.

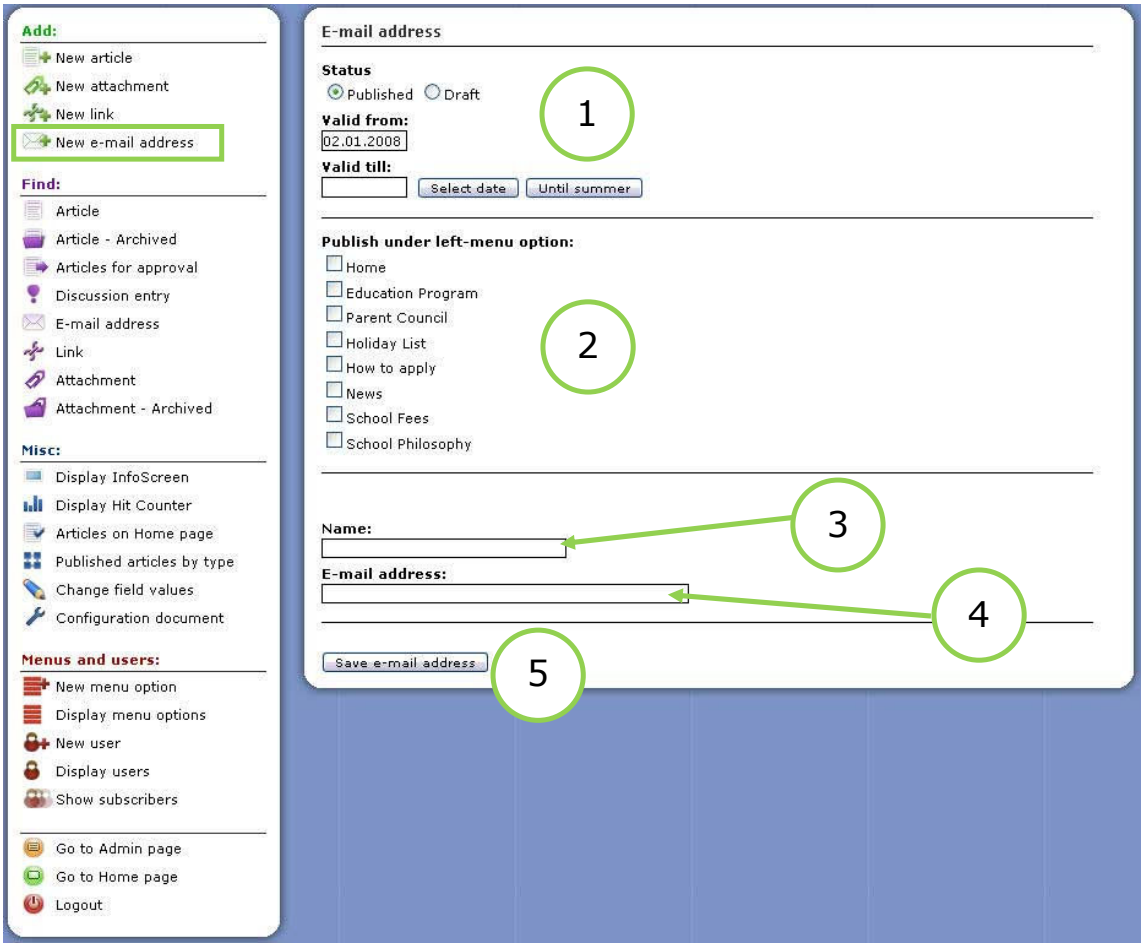
1. Choose whether you wish to "Publish" or make a "Draft" that you can continue working on later. By default today's date is entered as the "Valid from" date, choose another date if required. Choose how long the link should display on the website ("Valid to" date). Click on the "Select date" button or the "Until summer" button as required.
2. Select where the link is to be published. Cross off one or more menus/groups where you wish the link to be published.
3. Enter a title for the link. You can enter any text you wish e.g. "EU Directive – Primary School Curriculum".
4. Enter the web address (URL) in this field. E.g.: http://www.udir.no/grep (Check that the address works by clicking the "Go to" button.)
5. Click "Save link" to save the new link.



Adding an e-mail address:

This function is used to display e-mail addresses for relevant contact persons throughout the website.

1. Choose whether you wish to "Publish" or make a "Draft" that you can continue working on later. By default today's date is entered as the "Valid from" date, choose another date if required. Choose how long the e-mail address should display on the website ("Valid to" date). Click on the "Select date" button or the "Until summer" button as required.
2. Select where the e-mail address is to be published. Cross off one or more menus/groups where you wish the e-mail address to be published.
3. Enter the person's name (first name followed by surname).
4. Enter the e-mail address (Make sure it is written correctly).
5. Click "Save e-mail address".

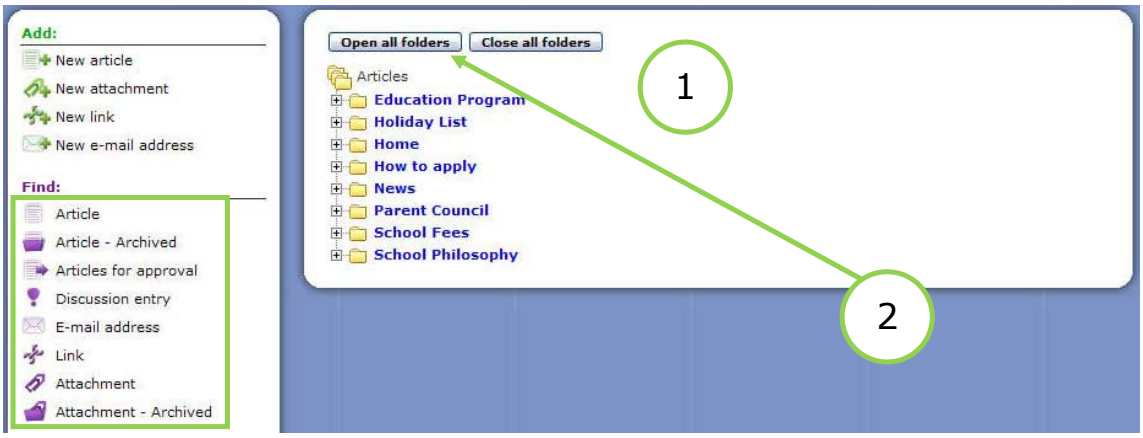


Finding content:

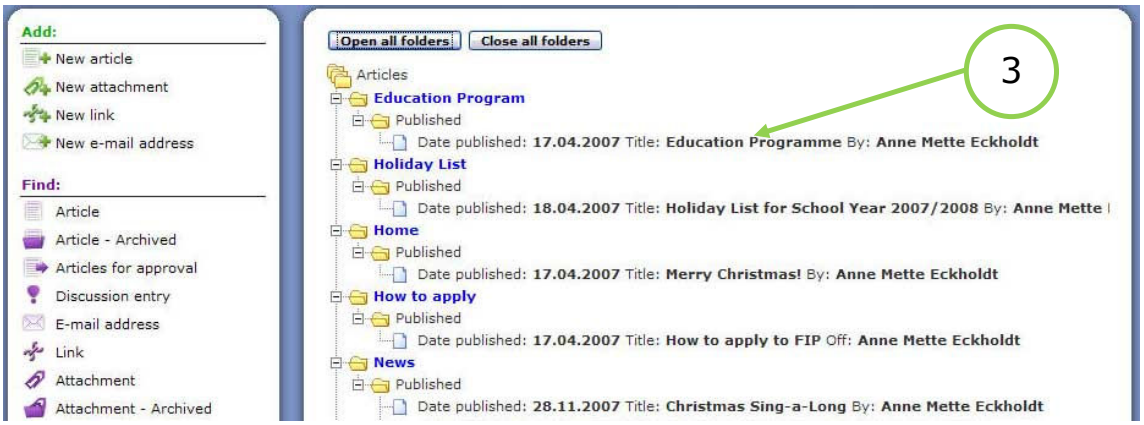
The functions available under the "Find" section are purely for finding items/elements throughout the website. These functions can be used to find the following:

- **Articles:** These are articles that have been published
- **Articles – archived:** These are articles that are past their "Valid to" date
- **Articles for approval:** These are articles written by users who cannot publish directly, and must have their articles approved. E.g. students.
- **Discussion entry:** This is a list of all discussion entries that are associated with different articles.
- **E-mail address:** This is a list of all e-mail addresses defined throughout the website.
- **Links:** This is a list of all links defined throughout the website.
- **Attachments:** This is a list of all published attachments.
- **Attachments – archived:** This is a list of all archived attachments.

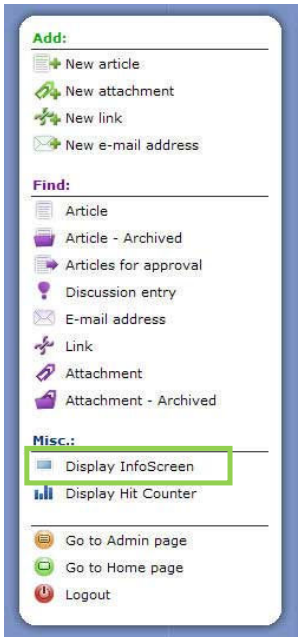
The above-mentioned functions work in the same manner, so the following example makes use of the "E-mail address" function to illustrate how they work:



1. This list displays all groups and menus where e-mail addresses are currently defined.
2. In order to see which e-mail addresses are defined on each menu/group click "Open all folders". An expanded list is now displayed.
3. Click on a specific e-mail address to make changes or to delete it.

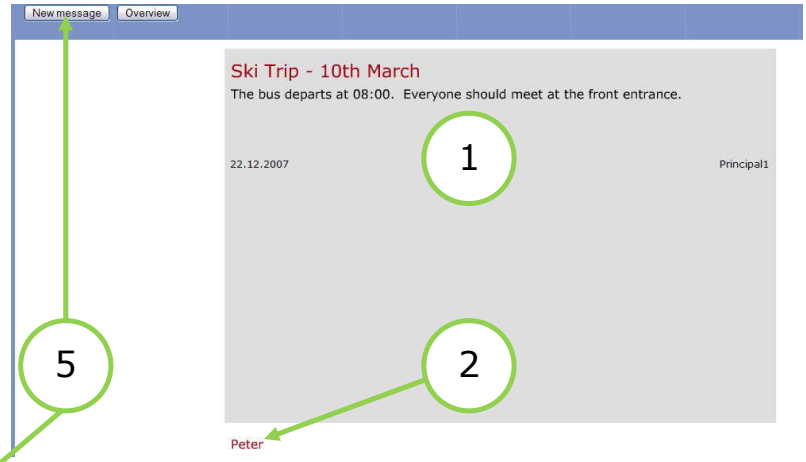


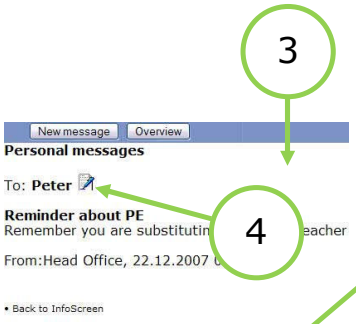
Displaying the InfoScreen:



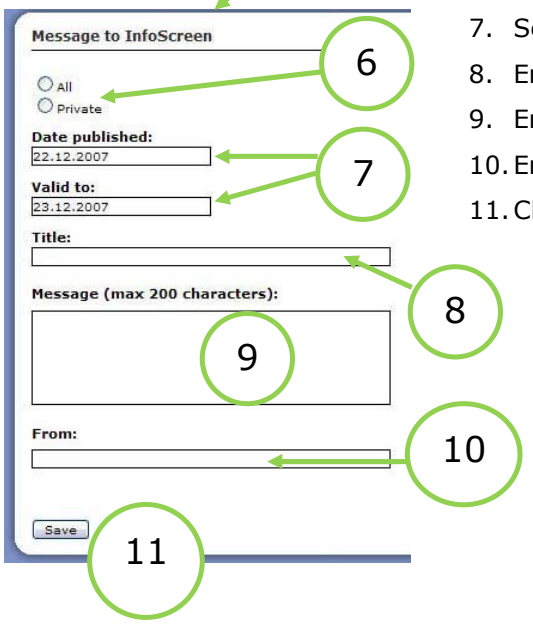
Many schools/kindergartens make use of this function to send information and messages to, and from, the administration and staff. Click "Show InfoScreen" in the menu to the left.

1. Messages which are for **all** are displayed in the grey area.
2. Messages for **individuals** are shown here under the grey area. Click on the name to read the message.
3. The message is displayed in its own window.
4. Click on the 'Edit' icon next to the name to delete the message once you have read it, or click "Back to InfoScreen" if you wish the message to continue being displayed.





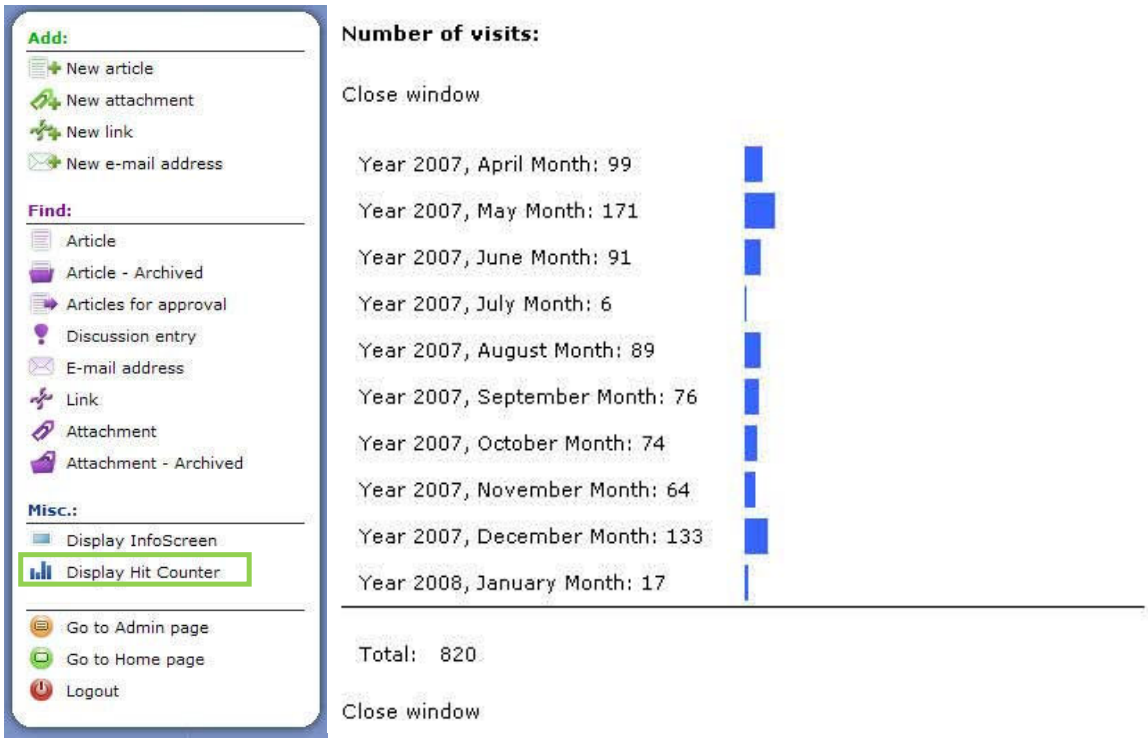
5. To create a new message, click "New message" and the following window is displayed.
6. Select whether the message is for All or is a Personal message.
7. Select the required time period.
8. Enter a title for the message.
9. Enter a message text.
10. Enter who the message is from.
11. Click "Save" to finish the message.



Tip: Some organisations choose to display the InfoScreen in areas where staff congregate – for example the post boxes or the staff room.

Displaying the Hit Counter:

This function displays the number of visitors the website has had each month. Click "Display Hit Counter" in the menu on the left and the following window is displayed:



Logging out:

It is important that you remember to click "Logout" when you are finished using the system. (Just clicking "Go to Home page" does not log you out of the system.)

Support:

If you have questions or require assistance please contact us by e-mail at:
support@nyweb.no